

JOB OPPORTUNITY

Job Opportunity Bulletin: #09-121

Final Filing Date: February 8, 2010

Position:	Salary:	Location:
Staff Services Analyst (General)	Range A - \$2817 - \$3426 Range B - \$3050 - \$3708 Range C - \$3658 - \$4446	Office of Statewide Health Planning & Development Health Professions Education Foundation 400 R Street, Suite 460 Sacramento, CA 95811

General Statement:

The Health Professions Education Foundation (Foundation) is the state's only non-profit foundation funded by stable sources of revenue such as licensure fees, special funds, private foundations, and corporate donations. The Foundation awards scholarships and loan repayments to healthcare professionals to practice in medically underserved areas and is recruiting for a dynamic and driven individual to join our team. As a Program Officer for the Bachelor of Science Scholarship Program (BSNSP) and the Bachelor of Science Loan Repayment Program (BSNLRP), the incumbent performs program evaluation, planning and implementation, policy analysis and formulation, as well as systems development.

Duties:

- Responsible for the oversight and daily operations of the Foundation's programs, including implementation and oversight of the BSNSP and BSNLRP. Conducts outreach, processes applications and prepares staff analyses for program operations; reviews applications/nominations, conducts meetings with appropriate Selection Committee and makes recommendations for awards; monitors approved contracts for compliance; prepares monthly monitoring reports and monitors programs' expenditures.
- Performs regulation development; reviews and makes recommendations for changes or enhancements to the Foundation, BSNSP, and BSNLRP applications.
- Conducts analyses of program results and oversees development of the BSNSP and BSNLRP programs; develops statistical and written reports and prepares recommendations for program outreach and/or increased program effectiveness. Monitors budget expenditures for programs.
- Analyzes related legislation and determines any fiscal, programmatic or policy impact on the Foundations' programs. Oversee and implement Regulations development for BSNSP and BSNLRP, to revise current statute for the program.

Desirable Qualifications:

- Knowledge and/or experience of program and/or organizational development.
- Ability to analyze data and present the information verbally and in writing.
- Excellent written and oral communication skills.
- Strong prioritization, organizational and time management skills.
- Excellent interpersonal skills.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only the most qualified individuals will be selected for an interview.



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312
Sacramento, CA 95811-6213

— An Equal Opportunity Employer

Interested individuals should submit a State Examination and/or Employment Application, STD. 678, and a resume to:

OSHDP - Health Professions Education Foundation
Attention: Karen Isenhower (**JOB #09-121**)
400 R Street, Suite 460
Sacramento, CA 95811

For more information contact Karen Isenhower at (916) 326-3656

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.